



Rate Changes

GOOD NEWS! The meal and lodging per diem rates are going up. The new rates will be effective beginning July 1, 2007 subject to clearing the administrative rules process. These new lodging and meal per diem rates are identified in detail on page 3 of the [May Travel Update](#) newsletter available on our website. The new meal per diem rates beginning July 1 will be as follows:

Instate Meal per diem amount increases:

Breakfast: Increasing from \$6 to \$8

Lunch: Increasing from \$9 to \$11

Dinner: Increasing from \$15 to \$16

The above rates apply for individual travel as well as group gatherings (unless bids are obtained as required by FIACCT 04-11.00 Section C) AM and PM Break per diem for group gatherings will increase from \$3 to \$4.

Out of State Meal per diem amount increases:

Breakfast: Increasing from \$9 to \$10

Lunch: Increasing from \$11 to \$13

Dinner: Increasing from \$18 to \$20

Premium Cities: Increasing from \$50 to \$57 per day

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MORE GOOD NEWS! The policy related to private vehicle usage and related mileage reimbursement rates will also increase effective July 1, 2007. The new rates each went up 4 cents per mile and will be 36 cents per mile or 48.5 cents per mile if a state vehicle is not available to the employee. This change is based on a cost analysis of fleet vehicles and the recent increase in the IRS rate for business use of a private vehicle.

To determine which rate to use, the traveler must first determine if their department has an agency vehicle (long-term leased vehicle from Fleet Operations) that meets their needs and is reasonably available for the trip (does not apply to special purpose vehicles). **If reasonably available, the employee should use an agency vehicle.** If an agency vehicle that meets their needs is not reasonably available, the agency may approve the traveler to use either a daily pool fleet vehicle or a private vehicle. If a daily pool fleet vehicle is not reasonably available, the traveler may be reimbursed at 48.5 cents per mile.

If a trip is estimated to average 100 miles or more per day and no agency vehicle is available, the agency should approve the traveler to rent a daily pool fleet vehicle if one is reasonably available. Doing so will cost less than if the traveler takes a private vehicle. If the agency approves the traveler to take a private vehicle, the employee will be reimbursed at the lower rate of 36 cents per mile.

Coverage Change: The insurance coverage provided by MasterCard when a Central Travel Account (CTA) is used for death or dismemberment accidents occurring while traveling on a common carrier is now \$400,000. It was previously \$500,000.

New Receivables Collection Process



In order to simplify the collection process for FINET users and for OSDC, we have eliminated the Refer to Collections (CL) document from the receivable collection process. Instead of creating a CL document to initiate the collection process, the original receivable will be modified using the Receivable (RE) modification process and a collection reason code will be added. Three new reason codes have been established to mark the receivable for collection based on the type of collection requested and are:

OSDC-COL	Any receivable sent to OSDC for collection EXCEPT a non-sufficient funds check (NSF check)
OSDC-NSF	NSF check where the agency has sent the required NSF letter
OSDC-LTR	NSF check where OSDC is to send the required NSF letter

As of Monday, April 30, 2007, no new CL documents are allowed in the system. All receivables sent to OSDC for collection are to be marked using the Receivable (RE) modification process described above. Please refer to FINET Online Help for directions on modifying RE documents.

OSDC will handle existing CL documents in one of two ways: CL's with no cash receipts posted to them will be closed and the referenced RE will be re-opened. CL's with partial cash receipts posted to them cannot be closed except as collected or through the write-off process. These CL's will remain "as is" until collected or written-off. If you have any questions please contact the FINET Help Desk at 538-9690.



Sad Good-Bye

Julia Wilkins has been training folks across the state for the last couple of years and truly made FINET experts out of even the most apprehensive. It is with mixed emotions that we say good-bye to Julia as she pursues other opportunities. Though we are not surprised her talents caught the eye of another organization, we will be sad to see her go and we wish her the best of luck in her new endeavors.

Thanks Julia for a job well done!



Tighter Data Warehouse Security



Data
Warehouse

You may have noticed recently that we are now requiring the DTS security known as the UMD/SiteMinder/Single Sign-On to get to almost anywhere on the Data Warehouse site. Previously, this level of security was only required to get to the OLAJ (Online Accounting Journal) or to look up warrants. This change was necessary to keep up with the ever-increasing risk of providing information via the Internet. It should also serve as a reminder to users that while the Data Warehouse information is public, its release to the public is subject to applicable state GRAMA laws and rules.

Help Desk FAQs

by Ken Roner

Q.

I entered the wrong period on my document so I modified it and entered the correct period. That should take care of the problem — right?

A.

No, it doesn't. If the only field you modify on a document is the period, nothing will change in FINET or Data Warehouse.

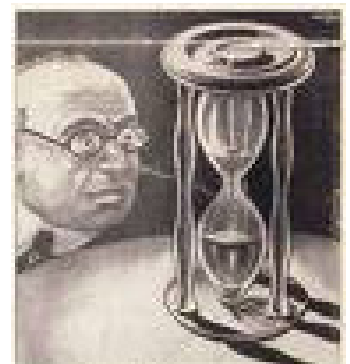
What to do?

What to do? If you have a document you would like to change from one period to another and nothing else is being changed, copy the document to a new one and process it, making sure the period is the way you want it to be, then validate and submit. **Be sure to discard the original.** The old document is cancelled and the new one will post to the correct period.



Selected Fiscal Year-End Dates

- May 16 Agencies may begin to enter FY 2008 purchase orders into FINET.
- May 31 ELCID is closed and copied to Coding Block Change Table (CBCT). ELCID remains closed until July 2 to agency personnel. Throughout June, any FY07 changes must be submitted to Marci Soper in FINET Operations.
- June 1-17 Agencies make their FY08 changes to CBCT.
- June 18 CBCT closed and changes given to Payroll.
- June 21 Budget and Accounting Officers Meeting held at 8:30 a.m. at the State Library, 250 N. 1950 W.
- June 21 Agencies can run the open purchase order report A640 in the Data Warehouse. Please note that this report will no longer be handed out at the B&A Officers meeting.
- June 21 Agencies review REs in FINET for accuracy. Write off uncollectible receivables, correct or remove invalid receivables, and update allowances for doubtful accounts in FINET (prior to close out on August 15).
- June 29 Update Resource Control Access Facility (RACF) security log on ID records for changes in ELCID codes. If this is not completed then you will not have access to run your mainframe jobs.
- June 30 Last day that you can leave accounting period blank on OLD YEAR documents. After this date you MUST ENTER the accounting period 12 or 13 and FY 07 on all OLD YEAR FINET transactions (otherwise they will post to FY 08).
- June 30 Cash receipt cutoff. Cash received or electronic payments processed on or before this date are OLD year cash receipts. After this date, enter cash receipts in FINET on a NEW year CR document with budget FY 08 and accounting period 01.
- June 30 NEW year salary and benefit rate changes go into effect. Changes will be reflected on the July 27 paycheck.
- July 1 CBCT is copied to ELCID for DTS and FY08 processing.
- July 2 ELCID is reopened in FY08 for agency entry.
- July 2 All NEW Year activity is entered in FINET. All accounting transactions default to accounting period 01 with budget FY 08.
- July 6 Last day to post OLD year FINET documents for June reports.
- July 10 FINET June month-end reports AM31 and AM65 available on the Division of Finance's webpage.



July 13	Single Audit Summary Schedule of Prior Audit Findings due back.
July 13	Cutoff for July OLD #1 FINET month-end reports.
July 16	July OLD #1 month-end reports AM31 and AM65 available on the Division of Finance's webpage.
July 20	Lease information due back to the State Fixed Asset Accountant. June OLD year fixed asset reconciliations due to State Fixed Asset Accountant.
July 27	OLD year cash recording cutoff. For adjustments after this date, please contact Cindy Robinson at 538-3126.
July 27	OLD year check cancellation cutoff.
July 27	RECOMMENDED last day to make ANY OLD Year Payments in FINET (POs, PDs, DOs, and GAEs. Old YEAR payments cannot be made after August 15.
July 27	Last day to process all OLD year petty cash reimbursements.
July 27	NO MORE OLD Year purchasing transactions can be entered in FINET after this date.
July 27	Cutoff for July OLD #2 FINET month-end reports.
July 27	Process all OLD year internal transactions (ITI/ITA) by this date (after this date, seller agency must notify buyer agency's main budget officer).
July 30	Division of Finance distributes Closing Schedule #1 (includes non-budgeted line items).
July 31	July OLD #2 month-end reports AM31 and AM65 available on the Division of Finance's webpage.
Aug. 6	Final calculation of dedicated credits lapsing amounts.
Aug. 7	Division of Finance distributes Closing Schedule #2 (includes non-budgeted line items).
Aug. 7	July NEW Year month-end FINET reports available on Data Warehouse.
Aug. 15	Agency Closing Schedules are due back to Gene Baird at the Division of Finance.
Aug 15	Cutoff for July Old #3 FINET month-end reports.
Aug 17	July OLD #3 month-end reports AM31 and AM65 available on the Division of Finance's webpage.



Creating a DO Template for Recurring Payments

If you wish to purchase commodities that are on contract, you will process a DO (Delivery Order) document in FINET in order to liquidate a MA (Master Agreement) contract document.

The preferred method for creating a DO document is to use the URSRCHMA (Master Agreement Search) table (for additional information on the URSRCHMA method, please see the Online Help Procurement section.) However, if you have a contract with “Service” type commodities that you use to make frequent similar payments, you may wish to create a DO template instead.

A DO template can also be created for purchases where the commodities are set up as “Item” or “Discount” type on the contract, however, these are typically more complex contracts that lend themselves better to the URSRCHMA method of DO creation.

There are two methods to create a DO template:

Your Department or Division must establish Automatic Document Numbering for the DO document in order for you to create a DO template and subsequent copied DO documents.

- **Method 1:**

1. From the Document Catalog, select the checkbox to the left of an existing DO document from which you wish to create the template.
2. Select the Copy link.
3. Enter appropriate criteria to number and/or name the Document template in the Document Department and Document ID fields.
4. Check the Create Template checkbox.
5. Click the Copy Document link.

Copy Document

Source Document

Document Code :

Document Department Code :

Document Unit Code :

Document ID :

Target Document

Document Code :

Document Department Code :

Document Unit Code :

Document ID :

Auto Numbering : ☐

☐ Create Template ☒

[Copy Document](#) [Cancel](#)



- **Method 2:**

1. Create a new DO document from the Document Catalog by entering the criteria to number and/or name the Document template in the Document Department and Document ID fields.
2. Check the Create Template checkbox.
3. Click the Create link.
4. Enter all information that you want included in the DO template, including contract reference information.
5. Save the document by clicking on the Save action tab or using CTRL+S keys.

The screenshot shows a web form titled "Document Catalog". At the top is a "Search" button. Below it is a "Document Identifier" section with four input fields: "Code" (containing "DO"), "Unit" (empty), "Dept." (containing "030"), and "ID" (containing "TEMPLATE"). Below this is an "Other Options" section with two checkboxes: "Auto Numbering" (unchecked) and "Create Template" (checked). At the bottom left of the form are two links: "Create" and "Menu".

After the DO template has been created, it can be located on the Document Catalog and copied to a new document using Automatic Document Numbering and adjusted, if necessary, each time a similar DO is needed.

For additional information, use the following Online Help search term: Create Delivery Order, Commodity Types.

Contact the FINET Help Desk at 801-538-9690 with any questions.



T R A I N E R S



C O R N E R

FineLine Training Update – May 2007

FINET training for May has been scheduled as follows:

Cash Receipts

5/22 – 8 am – noon

Receivables

5/23 – 8 am – noon

Payables

5/23 – 1 pm – 5 pm

Internal Transactions

5/30 – 8 am – noon

Purchase Orders

5/30 – 1 – 5 pm

MAY MINI-COURSES

Did you know that you can save Document Catalog searches for frequent, repeat use? If you want to learn more about this, join us for one of the mini-courses offered in May - “Intermediate Use of the Document Catalog.” This Mini-Course will teach intermediate usage of the Document Catalog search functionality, including all wildcards, and how to save your Document Catalog searches.

Do you feel comfortable navigating the Accounting Line “mapping” in new FINET documents? If you want to learn more about accounting line functionality and Accounting Distribution, join us for “Using Accounting Lines and Accounting Distribution”. This Mini-Course will teach you how to save time when entering and reviewing the Accounting Lines of documents such as the DO, PRC, RE, CR, FA, and many more!

Mini-Courses are short, 20-minute training sessions that offer tips and tricks for using different aspects of FINET. These courses are taken at your location using our remote learning software.

TO REGISTER FOR ANY OF THESE COURSES:

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.

